

ADMIN-SR

ICS 7956-88
10 November 1988

MEMORANDUM FOR: ICS Office Heads

FROM:

[Redacted]

Chief, Administrative Staff, ICS

SUBJECT: Holiday Party Planning

1. The Holiday Season is rapidly approaching (again!) and the time for the planning of our Staff party is at hand. Last year's party was, we are told, a very enjoyable experience for all. Its success can only be attributed to the spirit of planning and cooperation that went into its execution.

2. A planning meeting is scheduled for 29 November 1988 at 2:00 p.m. in Room 1S06. I would appreciate having at least 2 representatives from each office at the meeting. More are welcome, of course. The more people we have in attendance, the easier it is to form the necessary committees and staff them.

3. The party is scheduled for 1500-1730 hours on 15 December. /

[Redacted]

Chief, Administration Staff, ICS

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